



Paid Internship Opportunity with ICLEI South Asia

Organisation: ICLEI South Asia

Position: Knowledge and Advocacy Intern

Location: In-Office, New Delhi

Duration: Full-time, 6-month paid internship (with potential for extension)

About ICLEI South Asia

ICLEI – Local Governments for Sustainability is a global network working with more than 2,500 local and regional governments committed to sustainable urban development. Active in 125+ countries, we influence sustainability policy and drive local action for low emission, nature-based, equitable, resilient and circular development. Our Members and team of experts work together through peer exchange, partnerships and capacity building to create systemic change for urban sustainability.

Position Overview

We are seeking a proactive Knowledge and Advocacy Intern to assist with research and content development, support knowledge and strategy formulation, create diverse knowledge and advocacy materials, and engage stakeholders, with a focus on promoting ICLEI's work.

Key Responsibilities

- Conducting research on the current and projected sustainability landscape to formulate a knowledge roadmap highlighting strategic priorities and future vision.
- Preparation of different types of collaterals like brochures, newsletters, bulletins, reports, policy papers, white papers etc. Ability to identify and extract information and content and curate statistical, textual and visual outcomes for the same.
- Innovative methods of communicating milestones, key achievements, project impacts with various stakeholders such as government officials, funding agencies etc.

Qualifications & Requirements

- Master's degree in Urban/ Regional/ Environmental Planning, Urban Design, Public Policy/ Administration, or similar courses is mandatory
- Proficiency in quantitative and qualitative research
- Ability to generate high-quality research with excellent writing skills
- Understanding data visualisation and the ability to generate informative graphics
- Knowledge of softwares and digital tools such as Photoshop, Illustrator, InDesign, and Canva is needed
- Prior work experience in policy, urban climate, or sustainability preferred
- Demonstrated ability to work independently and within a team
- Ability to present complex information in a clear and concise manner, think creatively, and deliver efficiently within stipulated deadlines



How to Apply

Email with the subject line **Knowledge and Advocacy Internship** | <Your name> and send your resume, cover letter, writing sample, and portfolio to sayli.mankikar@iclei.org and shinjini.saha@iclei.org no later than **30 June 2025**.